

## **Specialized Services Procedure**

**Specialized Services (SS) recommendations for PAS, RR, and ER Level II evaluations** represent those cases wherein the evaluator has recommended acute psychiatric or psychiatric health facility (PHF) treatment for residents who, as a result of a serious mental disorder, cannot be properly treated at the NF level of care. In these cases the Contractor shall comply with the following procedures and timeframes:

**Within 24 hours of such recommendation by the evaluator:**

- The evaluator must immediately contact and alert the Contractor's office of the finding and fax/send a hard copy of the Level II form.
- The Contractor Quality Assurance (QA) Director or Medical Director must review and certify the completed Level II evaluation. If the QA Director or Medical Director agrees that the referral constitutes an SS case, the Contractor must notify DMH by telephone and fax a copy of the completed evaluation to DMH. In case of disagreement between the evaluator and Medical Director or QA Director, additional clinical or medical input may be required by DMH.

**Within 72 hours, or three calendar days of the SS recommendation,** the Contractor must then key enter, verify and electronically transmit the SS evaluation to DMH.